

Information Priority List For Individuals Presenting Special Event Proposals To the Balboa Park Committee: Presentations Will Be Limited to 5 Minutes

1. Name of Event – Esri’s User Conference Party
2. When –
 - a. Date(s) – Thursday, July 11, 2013
 - b. Time (including Set-up & Break-down)-
10 AM start set-up, 5:30 - 9:30 PM event time, 9:30 PM - midnight clean-up
 - c. During the Moratorium (Memorial Day – Labor Day) - yes
3. Where (Provide map(s) showing location & site plan-
 - a. Road Closure(s)- none
 - b. Parking Lot Closure(s)- none
 - c. Bridge Closure- none
4. Estimated Attendance – 8000
5. Amplified Music – yes
 - a. Other prolonged noise impacts? no
 - b. Acts on a local or national level? no
 - c. When do you plan to conduct event sound checks? just prior to the event (5:00 PM)
6. Do you plan to apply for an Alcohol Permit? yes. Alcohol would be served in museum venues under existing alcohol contracts. All existing venue alcohol contracts would be honored. (In other words, alcohol would not go from one venue to another.) We would also seek to have an alcohol area (enclosed) in Patio B.
7. Partnering with a park entity? yes
 - a. Which one(s)? pursuing special event rental contracts with: The San Diego Museum of Art, The San Diego Natural History Museum, The Prado Restaurant, The Reuben H. Fleet Science Center, The Museum of Photographic Arts, The Model Railroad Museum, and The History Center.
8. Public Benefit Non-Profit? none
9. Have completed noticing Park Institutions? I have spoken with all groups who we will be contracting with and have notified the BPCP.
10. Are there performances at the:
 - a. Old Globe – yes (will meet with the Old Globe to discuss their performance schedule and their needs, last year was able to successfully mitigate their concerns and worked closely with them to make sure event did not pose a noise issue)
 - b. Starlight – no

c. Organ Pavilion – yes

11. Other special event of more than 500 people occurring concurrently? none

a. Location(s) in the Park none

12. Will you be making a donation to Balboa Park, a facility or institution located in the Park or outside the Park?

a. How much – we would like to make sure that there is full cost recovery for all staff time and resources

b. Who –

13. Other unique event feature not covered above? none